

POSTING: Privacy Practices
ClientTrack
Effective 1/10/2014
Version2.0

The purpose of this notice is to generally explain to you why we collect personal information from you and refer you to our ClientTrack Notice of Privacy Practices for additional information regarding how this information may be used or disclosed.

When you request services from this agency, we enter information about you and members of your family into a computer system called ClientTrack. ClientTrack is used by many social service agencies throughout the state of Indiana that provide housing and related services.

We collect personal information directly from you for reasons that are discussed in our ClientTrack Notice of Privacy Practices. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless individuals, and to better understand the need of homeless individuals. We only collect information that we consider to be appropriate.

We may use or disclose your information to provide you with services. We may also use or disclose it to comply with legal and other obligations. We assume that you agree to allow us to collect information and to use or disclose it as described in the ClientTrack Notice of Privacy Practices.

You can inspect personal information about you that we maintain, as provided in the ClientTrack Notice of Privacy Practices. You can also ask us to correct inaccurate or incomplete information. Please contact your Case Manager or agency Executive Director to make this request.

Feel free to ask us about our privacy and security policies and practices. We will respond to your questions and/or complaints regarding our privacy and security policies and practices. Please read the ClientTrack Notice of Privacy Practices for additional information. You will be provided with a copy of the ClientTrack Notice of Privacy Practices upon request.